

**PRE-PROPOSAL CONFERENCE FOR THE
NIAID HIV CLINICAL RESEARCH
MANAGEMENT SUPPORT**

REQUEST FOR PROPOSALS

NIH-NIAID-DAIDS-05-06

JULY 26, 2004

AGENDA

1. **WELCOME**
 - A. **Purpose of this Preproposal Conference**
 - B. **Administrative Issues**
2. **INTRODUCTION OF THE NIAID STAFF**
3. **THE STATEMENT OF WORK (SOW)**
 - A. **Highlights of the Requirement**
 - B. **Highlights of the DAIDS Enterprise System**
4. **TECHNICAL REVIEW ISSUES**
5. **ORGANIZATIONAL CONFLICT OF INTEREST**
6. **NAVIGATING THRU THE RFP / APPENDICES**
7. **ACQUISITION SCHEDULE**
8. **QUESTIONS**

Purpose of this Preproposal Conference:

- Improve industry's understanding of the requirement
- Allow potential offerors to judge whether or how they can fulfill the Government's requirements
- Enhance the Government's ability to obtain quality services at reasonable prices
- Increase efficiency in offeror's proposal preparation
- Facilitate efficiencies in proposal evaluation, negotiation and contract award.

Administrative Issues

POINT OF CONTACT FOR THIS ACQUISITION:

Contracting Officer: Elizabeth Shanahan

Phone: (301) 594-6309

E-mail: eshanahan@niaid.nih.gov

All questions must be submitted via e-mail to the Contracting Officer. The CO and PO will prepare the answers and post an updated RFP Q&A amendment on the FedBizOpps and on the NIAID CMP Home Page every Friday afternoon between July 30 and September 10.

Exchanges with Industry Before Receipt of Proposals

In order to avoid creating an unfair competitive advantage, the slides for this conference, questions and answers, and a full transcript of this pre-proposal conference will be posted via RFP Amendment soon after this conference.

Please be sure that any questions submitted do not contain proprietary information or confidential business strategy as they will be posted verbatim in the Amendment. We do not take responsibility for editing your questions.

Exchanges with Industry Before Receipt of Proposals

Our exchanges today will be consistent with the procurement integrity requirements of FAR 3.1 which addresses the safeguards necessary to maintain the integrity of the procurement. In general we are to “avoid strictly any conflict of interest or even the appearance of a conflict of interest in Government-Contractor relationships.”

After release of the solicitation, the Contracting Officer must be the focal point of any exchanges with potential offerors.

NIAID STAFF

NAME:

Dr. Jonathan Kagan

Dr. Richard Hafner

Jaquelyn Burns

Dr. Nancy Saunders

TITLE:

Deputy Director, Division of AIDS

Director, Office for Policy in
Clinical Research Operations

Health Scientist Administrator, Office
for Policy in Clinical Research
Operations

Scientific Review Administrator
Scientific Review Program

NIAID STAFF

NAME:

TITLE:

Barbara Shadrick

Acting Branch Chief
Research Resources Contracts
Branch, Contract Management
Program, DEA

Elizabeth Shanahan

Contracting Officer
Research Resources Contracts
Branch, Contract Management
Program, DEA

ORGANIZATIONAL CONFLICT OF INTEREST (OCI)

Offerors should refer to SECTION L, GENERAL INSTRUCTIONS, Items 18 and 19 (pages 58 and 59 of the RFP) for detailed information concerning OCI's.

Offerors will be required to make an affirmative statement that they are in compliance with Items 18 and 19 and that no conflicts of interest exist. If a conflict should exist, offerors are required to submit a mitigation plan in their proposal submission.

ORGANIZATIONAL CONFLICT OF INTEREST (OCI) MITIGATION PLAN

The OCI Mitigation Plan shall include:

All conflicting interests identified by the Organization and how those interested have been managed, reduced, or eliminated to protect the research from bias and how the Organization will otherwise comply with regulations relating to OCIs.

ORGANIZATIONAL CONFLICT OF INTEREST (OCI)

Offerors must use their own business judgment in determining organizational conflicts of interest. The NIAID cannot advise whether conflicts of interest should preclude an organization's participation in this acquisition or any other acquisitions.

Navigating thru the RFP

SECTION A

- Introduction
- Statement of Work w/Attachment 1
- Reporting Requirements / Deliverables

SECTIONS B-H

This is a link to a Sample Uniform Contract. This contains Articles and Provisions that may be incorporated into any resultant contract.

SECTION I

Contains references to FAR and HHSAR clauses that may be incorporated into any resultant contract.

Navigating thru the RFP

SECTION J includes:

A listing of forms and attachments that may have to be completed and included in your proposal submission and documents that may be incorporated as attachments to any resultant contract. These forms and attachments may be accessed at the web link provided in Section J. That link provides you with multiple versions of these documents (Word, Word Perfect and .pdf).

Instructions for proposal submission (addressees, formatting, page limitations, number of copies)

Proposal intent response sheet. To be returned by any offeror intending to submit a proposal so that they may be provided with a log-in and password for electronic proposal submission.

Navigating thru the RFP

SECTION K

Provides an electronic link to the Representations and Certifications form that is required to be completed and submitted with the Original Business Proposal.

SECTION L

Provides General Information and Instructions to Offerors in the preparation of their proposal. Includes separate technical and business proposal instructions. Provides guidance on contractual provisions and business information that should be provided with your proposal.

Navigating thru the RFP

SECTION M

- Identifies order of precedence for selection a contractor for award.
- Includes the MANDATORY QUALIFICATION CRITERIA that must be met at the time of receipt of the Original Proposal submission
- Includes the Technical Evaluation Criteria that will be utilized by the technical peer review panel to evaluate your proposals. You are advised to pay close attention to this information and take care that your proposal provide the information that will be evaluated.
- Past Performance and SDB Participation Targets – The requested information must be provided with your business proposal. It will not be evaluated by the peer review panel but will be utilized by the Contracting Officer and Project Officer in determining the competitive range.

APPENDICES

- **Appendix A – Technical Proposal Table of Contents**
Offerors are to utilize this template to develop their Technical Proposal. Information shall be presented in the order identified in the Table of Contents.
- **Appendix B – Additional Business Proposal Instructions [Uniform Assumptions]**
This Appendix includes information helpful in the development of your Business Proposal.
- **Appendices C, D, E**
Contain information helpful in understanding the Division's current clinical trial portfolio.

Acquisition Schedule

EVENT	DATE
Release of RFP	June 17, 2004
Proposals Due	September 17, 2004
Notification of Offerors in the Competitive Range	March 2005
Request for Final Proposal Revisions	March 2005
Negotiations	April – May 2005
Contract Award	June 2005

A general timeline is provided for your planning purposes.

The Government reserves the right to award a contract without discussions if the Contracting Officer determines that the initial prices are fair and reasonable and that discussions are not necessary.